

JOB DESCRIPTION

POSITION TITLE: Child Development Services
Speech-Language Pathology Assistants

REPORTS TO: Speech-Language Pathologist
Site Director

SUMMARY DESCRIPTION:

Job Goal: The person in this position is responsible to assist in the practice of speech-language therapy under the supervision of a speech-language pathologist.

REPRESENTATIVE TASKS:

Permitted Performance Responsibilities:

The Speech-Language Pathology Assistant will:

- Exhibit a positive professional attitude with supervisors, co-workers, children, and community.
- Maintain confidentiality of all children and employee related information.
- Conduct speech-language screenings (without interpretation) following specified screening protocols developed by the supervising Speech-Language Pathologist.
- Provide special instruction or special education assistance to students as directed by the supervising Speech-Language Pathologist.
- Follow documented IFSP/IEP plans developed by the IFSP/IEP team and supervised by the Speech-Language Pathologist.
- Document the student's progress toward meeting established goals as stated in the IFSP/IEP plan and report this information to the supervising Speech-Language Pathologist.
- Assist the Speech-Language Pathologist during assessment of students who may be difficult to test.
- Assist with informal documentation, prepare materials, and assist with other clerical duties as directed by the Speech-Language Pathologist.
- Schedule activities, prepare charts, records, graphs, or otherwise display data.
- Perform checks and maintain equipment.
- Exhibit positive language and behavior skills as a model for children and families.
- Complete any other appropriate duties the Site Director/Supervisor deems necessary

Required Supervision:

- Serve under general supervision of a Speech-Language Pathologist and meet weekly or more frequently to discuss student's treatment plan.

MINIMUM QUALIFICATIONS:

- Obtain and maintain appropriate certification.
- Hold a high school diploma or GED.
- Positive background, criminal records, fingerprinting and reference check

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of child development, disabilities, family systems and special education methods
- Ability to interact with a wide variety of people
- Ability to provide individual and group services in a variety of settings and models
- Ability to establish an effective rapport/relationship with children and parent
- Ability to work collaboratively as a member of an early childhood team
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to adapt therapy techniques to varying personalities and environments
- Ability to travel to a variety of locations to deliver services
- Ability to motivate young children